

DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
BUSINESS AND PROFESSIONAL LICENSING ADMINISTRATION
CORPORATIONS DIVISION

Government
Of the
District of Columbia
941 NORTH CAPITOL STREET, N.E.
WASHINGTON, D.C. 20002

**INSTRUCTION SHEET – FOR A FOREIGN COOPERATIVE ASSOCIATION
FOR PROFIT AND NON-PROFIT**

**Instruction Sheet – Application for Certificate Of Authority For Profit And
Non-Profit Corporations That Are Within the United States of America**

General Instructions for Preparing and Filing Application

The Application must be filed in duplicate originals (Two (2) originally signed applications).

The Application must be signed by Incorporators and Acknowledge by at least 5 or if natural persons or if natural persons, or by the Presidents and secretaries, if an Associations.

FOR BUSINESS CORPORATIONS ONLY:

The Application must be accompanied by a recent-dated (within the last 30 days) state-sealed original Certificate of good standing, Letter of good standing or for some states Certificate of Existence.

FOR NON-PROFIT CORPORATIONS ONLY:

The Application must be accompanied by a recent-dated (within the last six months). State-certified copy of the corporation's articles of incorporation (Charter) and all amendments thereto. This certified copy must bear the original signature of Incorporation of the proper authority (Secretary of State) in the State or Country.

For other specific requirements on the application for authority for a cooperative association, you should review the particular statute Cooperative Associations - D.C. Code, Title 29, Chapter 9.

All references are to the 2001 edition of the District of Columbia Code. Reading copies of the Code are available at all branches of the D.C. Library.

Fee for Authority For-profit and Non-profit Cooperative Associations

Filing Fee..... \$5.00

Indexing..... \$1.00

TOTAL..... \$6.00

MAKE ALL CHECKS PAYABLE TO "D.C. TREASURER"

For General Information Call: Corporations Division - (202) 442-4432